

Time Entry Approver's Manual

July 22, 2009

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Note: Examples are based on screen setups used by the Payroll Department.

To Submit Timesheet on Employee's Behalf

If an employee is absent or unable to submit a timesheet, the approver must submit the timesheet on the employee's behalf. Once the timesheet is submitted, it is the responsibility of the approver to

- Print a copy of the submitted timesheet; upon return to work, the employee must sign and forward the signed copy to the Payroll Department

OR

- Send an e-mail to the employee stating that the employee should review the timesheet that was submitted on his or her behalf, and if the employee agrees with the hours that were recorded, the employee should forward the e-mail to the Payroll Department at payroll@ncifcrf.gov with the statement, "I agree with the hours reported on my timesheet for payperiod ending 00/00/00." If the hours are incorrect, the employee should type the statement, "Timesheet Adjustment Form to be submitted for payperiod ending 00/00/00."

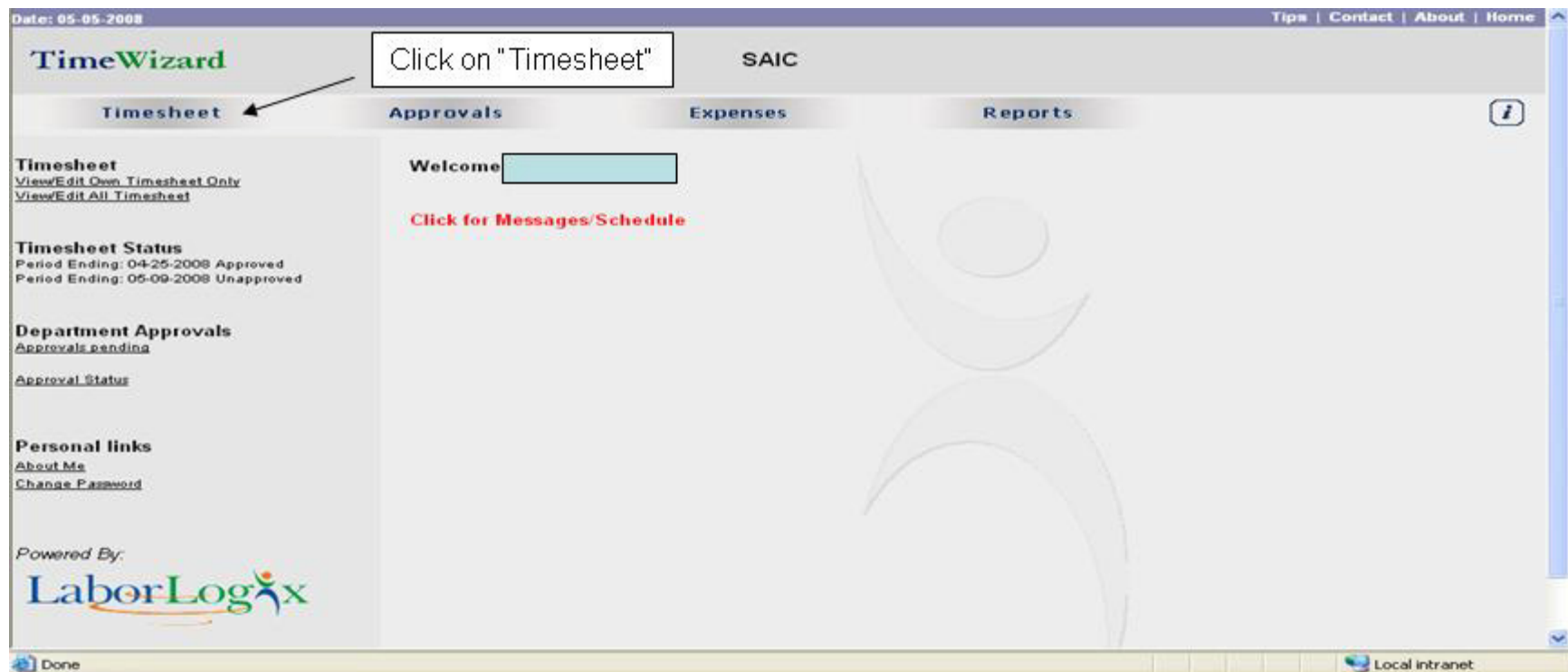
OR

- E-mail a copy of the timesheet to the employee for review. If the employee agrees with the hours that were recorded, the employee should forward the e-mail to the Payroll Department at payroll@ncifcrf.gov with the statement, "I agree with the hours reported on my timesheet for payperiod ending 00/00/00." If the hours are incorrect, the employee should type the statement, "Timesheet Adjustment Form to be submitted for payperiod ending 00/00/00."

Example – Employee was absent due to illness and did not have the opportunity to complete and submit his/her timesheet.

To submit the timesheet:

From your homepage, click on “Timesheet” in the upper left-hand side.



To select the employee's timesheet:

1. Under "View," select the group to which the employee is assigned.
2. Under "Timesheet," select the employee's name.
3. Click on the "Edit Timesheet" (pencil) on the toolbar.

login ID: sa12269 | Date: 05-05-2008 Send Mail | About | Help | Exit

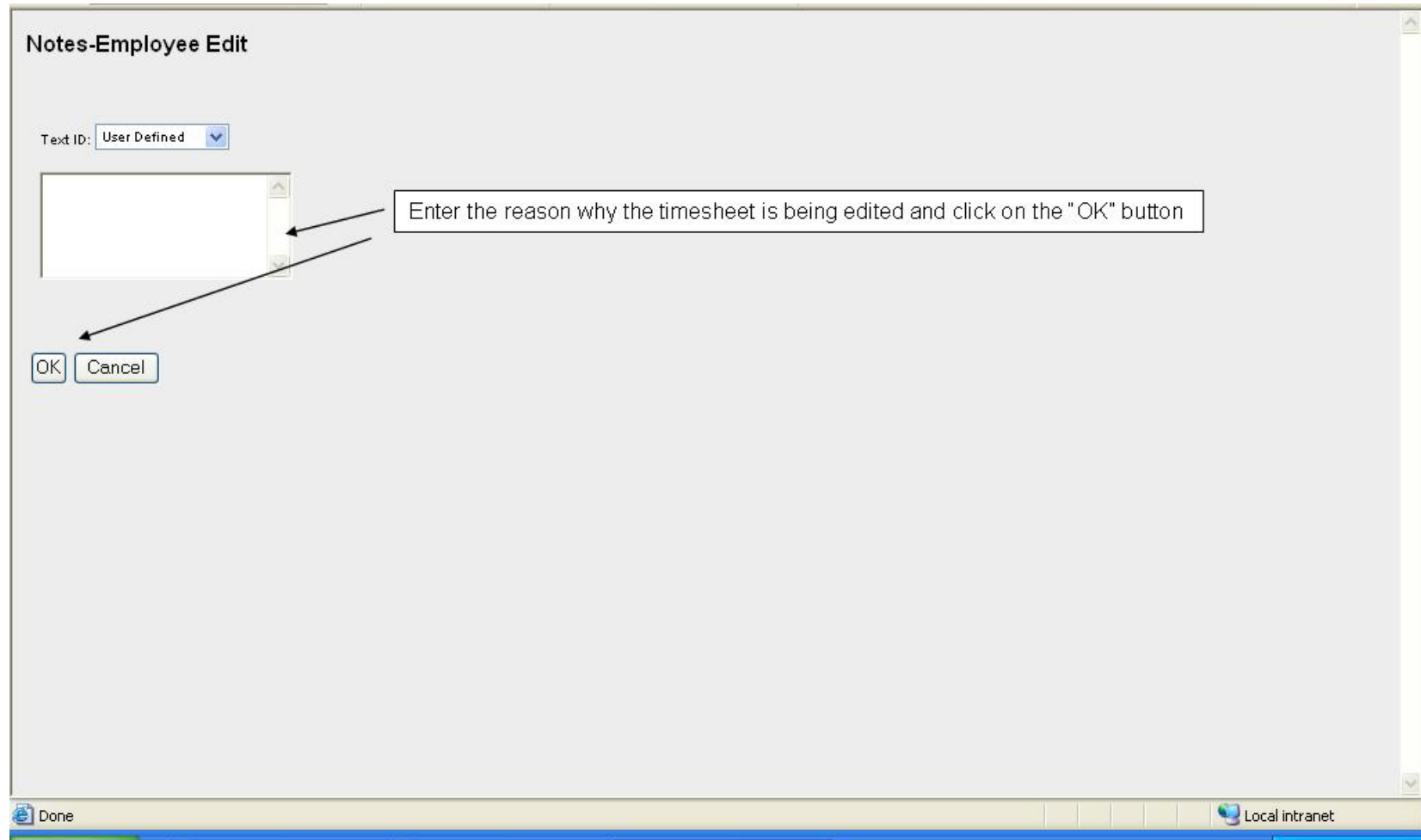
Save Submit Preview Expand Collapse Insert Detail Add Delete Close

Timesheet View: Edit Cell Data Edit Timesheet Period Status : Open Period Begin : 04-26-2008
Approval Status : Unapproved Period End : 05-09-2008

Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal
<input type="checkbox"/>	20080																27.50	0.00
<input type="checkbox"/>	emp default	Sick Leave																1,585.86
<input type="checkbox"/>	emp default	Vacation Leave																311.50
<input type="checkbox"/>	emp default	Other Leave																0.00
<input type="checkbox"/>	emp default	Holiday Leave																0.00
<input type="checkbox"/>	emp default	Credit Leave			0	0	0											1.00
Daily Total:			0.00	0.00	9.50	9.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.5	
Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal

Local intranet

Enter reason for submission and click on the “OK” button.



The screenshot shows a window titled "Notes-Employee Edit". At the top left, there is a label "Text ID:" followed by a dropdown menu currently showing "User Defined". Below this is a large, empty text area with a vertical scrollbar on its right side. Two arrows originate from a text box on the right that says "Enter the reason why the timesheet is being edited and click on the 'OK' button". One arrow points to the text area, and the other points to the "OK" button. The "OK" and "Cancel" buttons are located at the bottom left of the window. The window's title bar includes a "Done" button on the left and a "Local intranet" icon on the right.

Complete the timesheet, save, and submit.

Login ID: sa12269 | Date: 05-05-2008 Send Mail | About | Help | Exit

Timesheet **Period Begin : 04-26-2008**
 Status : Unapproved **Period End : 05-09-2008**

Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal
<input type="checkbox"/>					8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00			64.00	0.00
<input type="checkbox"/>	emp default	Sick Leave																1,585.86
<input type="checkbox"/>	emp default	Vacation Leave												8.00	8.00		16.00	295.50
<input type="checkbox"/>	emp default	Other Leave																0.00
<input type="checkbox"/>	emp default	Holiday Leave																0.00
<input type="checkbox"/>	emp default	Credit Leave																1.00
	Daily Total:		0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	80.00	
<input type="checkbox"/>	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal

Enter reason for submission and click on the “OK” button.

Notes - Microsoft Internet Explorer

Reason For Submit

Text ID: User Defined

Enter the reason for submission and click on the “OK” button

OK Cancel

To print timesheet for the employee's signature, click on the "Preview" button.

Login ID: sa12269 | Date: 05-08-2008 Send Mail | About | Help | Exit

Click on the "Preview" button

Timesheet View: Read Only
Period Status : Open Period Begin : 04-26-2008
Approval Status : Pending Period End : 05-09-2008

Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal
<input type="checkbox"/>					9.00	9.00	9.00	9.00	9.00			9.00		9.00	9.00	8.00	80.00	0.00
<input type="checkbox"/>	emp default	Holiday Leave																0.00
<input type="checkbox"/>	emp default	Other Leave																0.00
<input type="checkbox"/>	emp default	Sick Leave																690.56
<input type="checkbox"/>	emp default	Vacation Leave																276.84
	Daily Total:		0.00	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	0.00	9.00	9.00	8.00	80.00	
<input type="checkbox"/>	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal

Local intranet

Click on the "Printer" icon.

Timesheet Report - Microsoft Internet Explorer

Click on the "Printer" icon

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address http://tw-02/scripts/nd_ISAPI_50.dll/TWeb/pgToolBar.hfPreviewTS_onWebEvent(hfPreviewTS).12102413 Go Links

Google Go Bookmarks Settings

TIMESHEET REPORT

Period Ending: May 9, 2008
Printed On: May 8, 2008 6:11:33 AM
Approval Status : Pending

Timesheet For: Department:
Employee ID: Employee Code:

	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Total	ETC/Bal
Resource=C185 - C&A F&A STAFF PAYROLL, Center=200801536123, Center Description=Payroll																
Department																
SA001 - regular hours			9.00	9.00	9.00	9.00	9.00			9.00		9.00	9.00	8.00	80.00	
Total Hours	0.00	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	0.00	9.00	9.00	8.00	80.00	

Done Local intranet

To e-mail copy of timesheet to employee

Click on the "E-mail" icon

Click on "Send Page"

TIMESHEET REPORT

Period Ending: May 9, 2008
Printed On: May 30, 2008 1:11:02 PM
Approval Status : Approved

Timesheet For: **Department :**
Employee ID **Employee Code**

	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Total	ETC/Bal
Resource=C185 - C&A F&A STAFF PAYROLL, Center=200801536123, Center Description=Payroll Department																0.00
SA001 - regular hours			9.00	9.00	9.00	9.00	9.00			9.00		9.00	9.00	8.00	80.00	
Total Hours	0.00	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	0.00	9.00	9.00	8.00	80.00	

E-mail to be sent to employee

This message has not been sent.

To...

Cc...

Subject: Timesheet for payperiod ending 05/09/08

E-mail to be sent to employee for verification and approval of hours submitted on his/her behalf

The following timesheet was submitted on your behalf for payperiod ending 05/09/08. If you agree with the hours recorded, please forward this e-mail to payroll@ncifcrf.gov with the statement "I agree with the hours reported on my timesheet for payperiod ending 05/09/08". If the hours are incorrect, please forward this e-mail to payroll@ncifcrf.gov with the statement "Timesheet Adjustment Form to be submitted for payperiod ending 05/09/08"

TIMESHEET REPORT

Timesheet For:

Employee ID:


Department:

Employee Code:

Period Ending: May 9, 2008

Printed On: June 4, 2008 10:52:38 AM

Approval Status : Approved

		Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Total	ETC/Bal
Resource=C185 - C&A F&A STAFF PAYROLL, Center=200801536123, Center Description=Payroll Department																	0.00
SA001 - regular hours				9.00	9.00	9.00	9.00	9.00			9.00		9.00	9.00	8.00	80.00	
Total Hours		0.00	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	0.00	9.00	9.00	8.00	80.00	

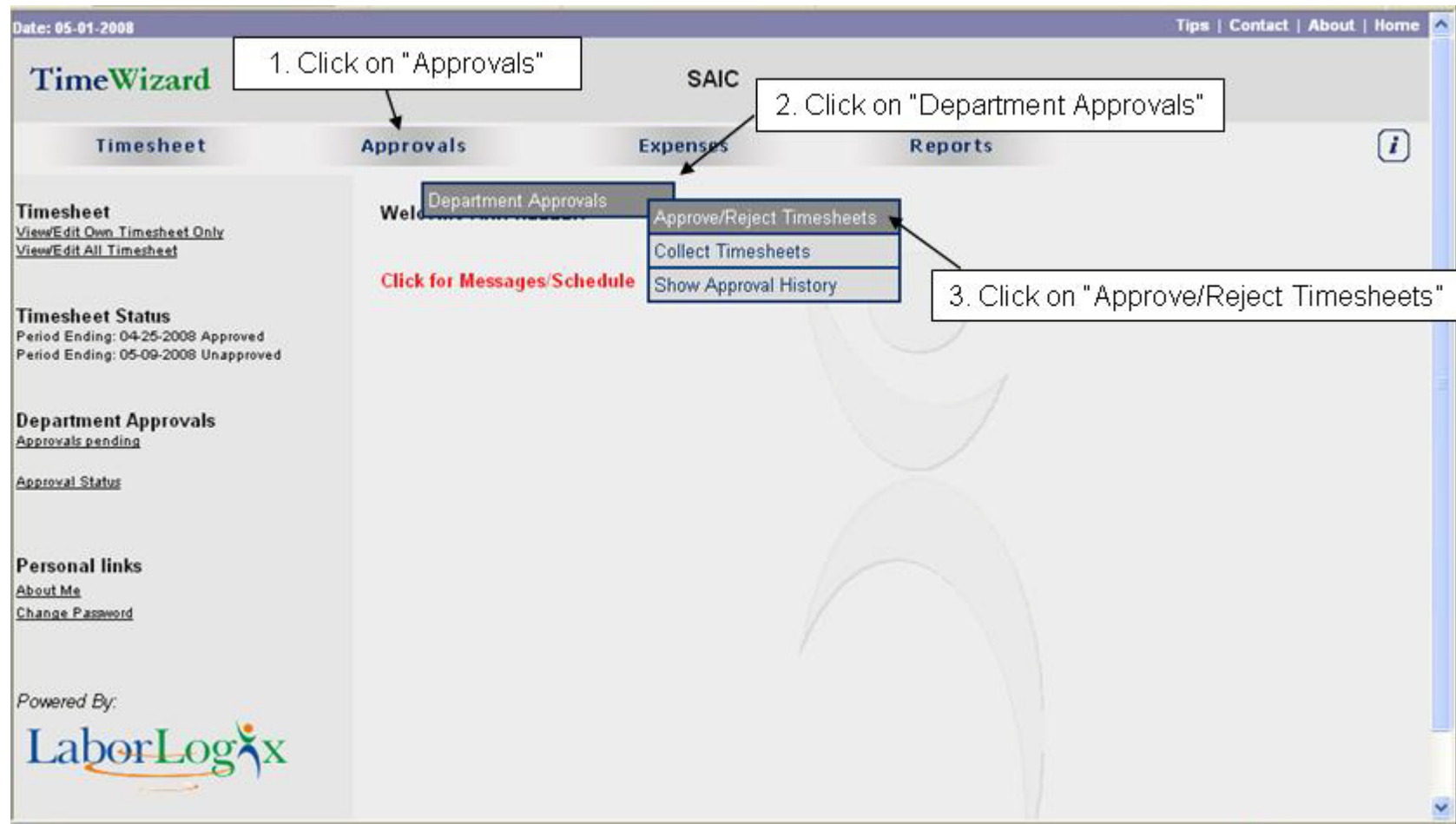
EOF

10

To Approve or Reject a Timesheet

TIMESHEETS MUST BE APPROVED BY MIDNIGHT ON FRIDAY BUT NO EARLIER THAN FRIDAY MORNING OF THE PROCESSING WEEK.


From your homepage, click on “Approvals” on the toolbar, then “Department Approvals,” and finally, “Approve/Reject Timesheets”.



To select the employee's timesheet to be approved/rejected:

1. Select the department to which the employee is assigned.
2. Click on the box next to the employee's name to open the timesheet for review.


Approve/Reject Timesheets

Department :  1. Select department to which employee is assigned

Employee Summary :

2. Click on the box next to the employee's name to open the timesheet for review

Period Ending : 05-09-2008

	Submitted Hours
 Employee	80.00
Total :	80.00

Approval Statement :

Reject Statement :

Reason :

Done Local intranet

Click on the “Plus (+)” or “Expand” button to review hours recorded.

Approve/Reject Timesheets

Department Approvals for Period Ending 05-09-2008 :

Department :

Timesheet Summary :

Employee :

Expand

Collapse

Click on the "Plus (+)" sign or "Expand" button

Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal
	<input type="text"/>	<input type="text"/>			8.00	8.00	8.50	8.50		4.00	4.00	8.50	8.50	8.50	8.50	6.00	81.00	0.00
	emp default	Holiday Leave																0.00
	emp default	Other Leave																0.00
	emp default	Sick Leave							6.00								6.00	22.42
	emp default	Vacation Leave			0.50	0.50											1.00	20.50
					8.50	8.50	8.50	8.50	6.00	4.00	4.00	8.50	8.50	8.50	8.50	6.00	88.0	

Approval Statement :

Reject Statement :

Timesheet Approval

Approve

Reject

Reason :

Return

Done

start

Microsoft PowerPoint ...

05-06-08Supervisor ...

Department Approval...

Local intranet

6:16 AM

Example of expanded timesheet.

Login ID: sa12269 | Date: 06-02-2008 Send Mail | About | Help | Exit

Timesheet **View :** Read Only **Cell Data**
Period Status : Closed **Period Begin :** 04-26-2008
Approval Status : Approved **Period End :** 05-09-2008

Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Ba
<input type="checkbox"/>			5.25		8.00	8.00	8.00	8.00	8.00	9.00		8.00	8.00	8.00	8.00	8.00	94.25	0.00
		HED SA001 - regular hours	5.25		8.00	8.00	8.00	8.00	2.75	9.00		8.00	8.00	8.00	7.00			
		SA003 - overtime hours							5.25						1.00	8.00		
<input type="checkbox"/>	emp default	Holiday Leave																0.00
<input type="checkbox"/>	emp default	Other Leave																0.00
<input type="checkbox"/>	emp default	Sick Leave																39.12
<input type="checkbox"/>	emp default	Vacation Leave																56.00
		Daily Total:	5.25	0.00	8.00	8.00	8.00	8.00	8.00	9.00	0.00	8.00	8.00	8.00	8.00	8.00	94.25	
<input type="checkbox"/>	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Ba

To ensure compliance with company policies and procedures, you should review all notes the employee recorded on the timesheet.

Approve/Reject Timesheets
 Department Approvals for Period Ending 05-09-2008 :
 Department :
 Timesheet Summary :
 Employee :

Select All	Center	Center Description	Project	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/BAL
<input type="checkbox"/>			<na>																0.00
<input type="checkbox"/>			<na>			9.00	9.00	9.00	5.00				8.00	8.00	8.00	8.00	8.00	72.00	4.00
<input type="checkbox"/>			RFP																0.00
<input type="checkbox"/>	emp default	Holiday Leave	Holiday Leave																0.00
<input type="checkbox"/>	emp default	Other Leave	Other Leave																0.00
<input type="checkbox"/>	emp default	Sick Leave	Sick Leave																177.78
<input type="checkbox"/>	emp default	Vacation Leave	Vacation Leave																82.92

Click on the "Note Indicator"

Transaction Notes - Microsoft Internet Explorer

Standard Comment for: Transaction Notes

Last modified: May 6, 2008 2:22:35 PM

Employee away on business travel and unable to complete timesheet

Return

Approval Statement :
 Timesheet Approval

Review notes for compliance with company policies and procedures

Done

To approve or reject timesheet:

If the hours recorded are accurate, click on “Approve” button and click on the “Done” button.

If the hours recorded are not correct, enter a reason for the rejection in “Reason Section” and click on the “Reject” button.

Click on the “Done” button.

An e-mail will automatically be generated to the employee, stating that his or her timesheet has been rejected. The timesheet must be corrected and resubmitted for approval.

Approve/Reject Timesheets
Department Approvals for Period Ending 05-09-2008 :

Department :

Timesheet Summary :

Employee :

Select All	Center	Center Description	Sat 4/26	Sun 4/27	Mon 4/28	Tue 4/29	Wed 4/30	Thu 5/1	Fri 5/2	Sat 5/3	Sun 5/4	Mon 5/5	Tue 5/6	Wed 5/7	Thu 5/8	Fri 5/9	Period Totals	ETC/Bal
<input type="checkbox"/>					8.00	8.00											16.00	0.00
<input type="checkbox"/>	emp default	Holiday Leave																0.00
<input type="checkbox"/>	emp default	Other Leave																0.00
<input type="checkbox"/>	emp default	Sick Leave																31.22
<input type="checkbox"/>	emp default	Vacation Leave					8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	64.00	119.60

Approval Statement :
Timesheet Approval

Reject Statement :

Reason :

If the timesheet is incorrect, enter an explanation for the rejection in the Reason Section and click on the "Reject" button

Click on the "Approve" button if the timesheet is correct

Click on the "Done" button

If the employee is not available to correct and submit the timesheet, please refer to “To Submit Timesheet on Employee’s Behalf.”

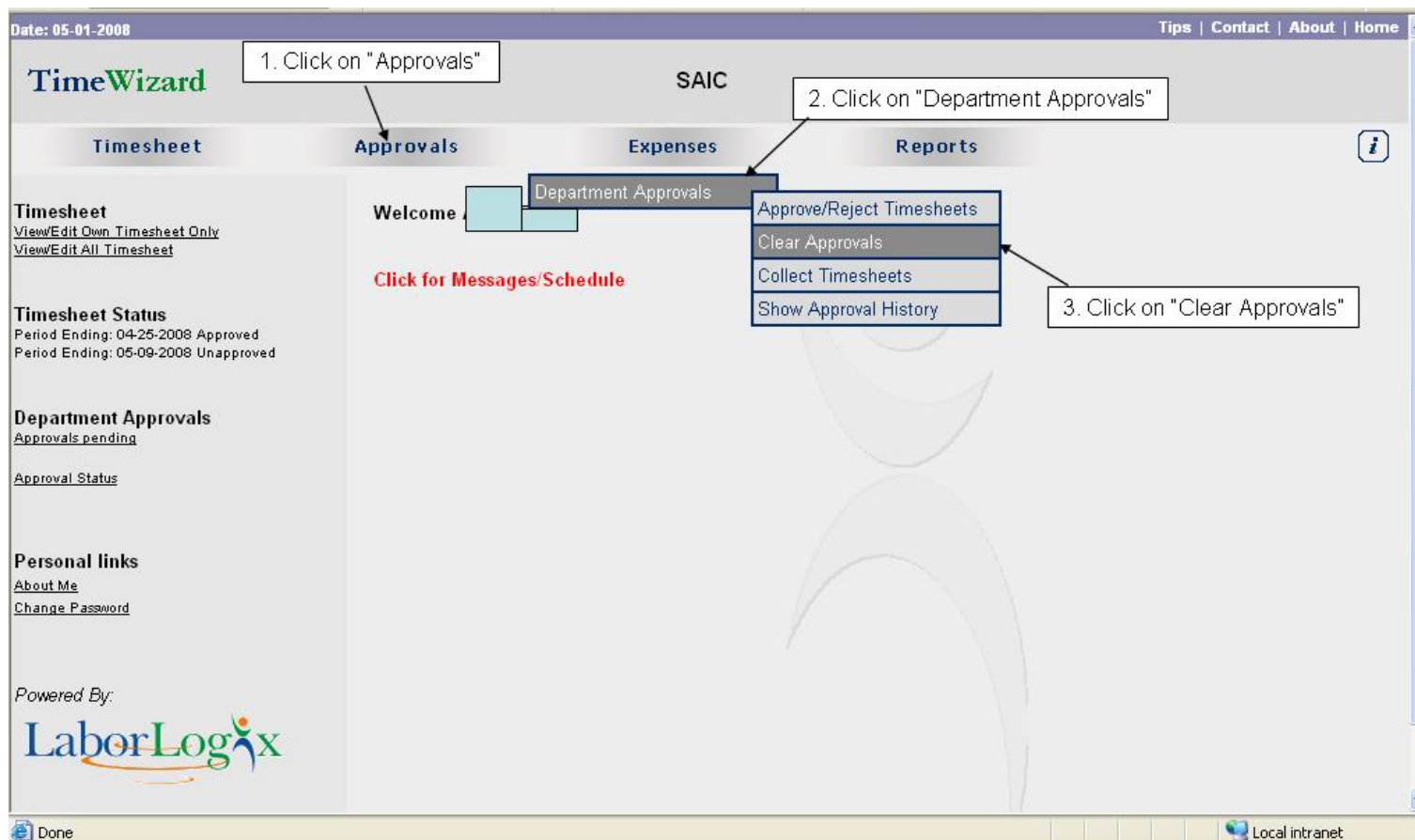
To Clear an Employee's Timesheet After It Has Been Approved

If a correction of the hours reported is required after the timesheet has been approved, the approved timesheet can be cleared.

Example – The employee's timesheet was submitted and approved on Friday. On Friday afternoon, the employee called in and requested to use 4.0 hours of vacation leave.

To clear the timesheet and make correction:

From your homepage, click on "Approvals" on the toolbar, then "Department Approvals," then "Clear Approvals."



To clear an employee's timesheet:

1. Select the group to which the employee is assigned.
2. Put a "Check" in the box next to the employee's timesheet to be cleared.
3. Enter the reason for the correction (system requirement).
4. Click on the "Clear" button.
5. Click on the "Done" button.

The screenshot shows a web application window titled "Clear Approvals". The interface includes the following elements:

- Select Period :** A dropdown menu showing "Period Ending : 05-09-2008".
- Message Text :** A text area for entering a message, with a "Reason : User Defined" dropdown menu next to it.
- Select Department :** A dropdown menu with a callout box pointing to it containing the text "1. Select the group to which the employee is assigned".
- Select Employee :** A section with a "Select All" button and a list of employees. One employee is selected, indicated by a checked checkbox and a callout box containing the text "2. Put a 'Check' in the box next to the employee's timesheet to be cleared".
- Buttons:** "Clear" and "Done" buttons at the bottom right. Callout boxes point to these buttons: "4. Click on the 'Clear' button" points to the "Clear" button, and "5. Click on the 'Done' button" points to the "Done" button.

The bottom of the window shows a taskbar with a "Local intranet" address bar.

An e-mail message will be sent to the employee. If the employee is not available to correct and submit the timesheet, please refer to "To Submit Timesheet on Employee's Behalf" on page 1.

To Collect an Employee's Timesheet

In the event the hours that are entered on a timesheet do not pass the rules which are established in the time entry system, the approver must collect the employee's timesheet.

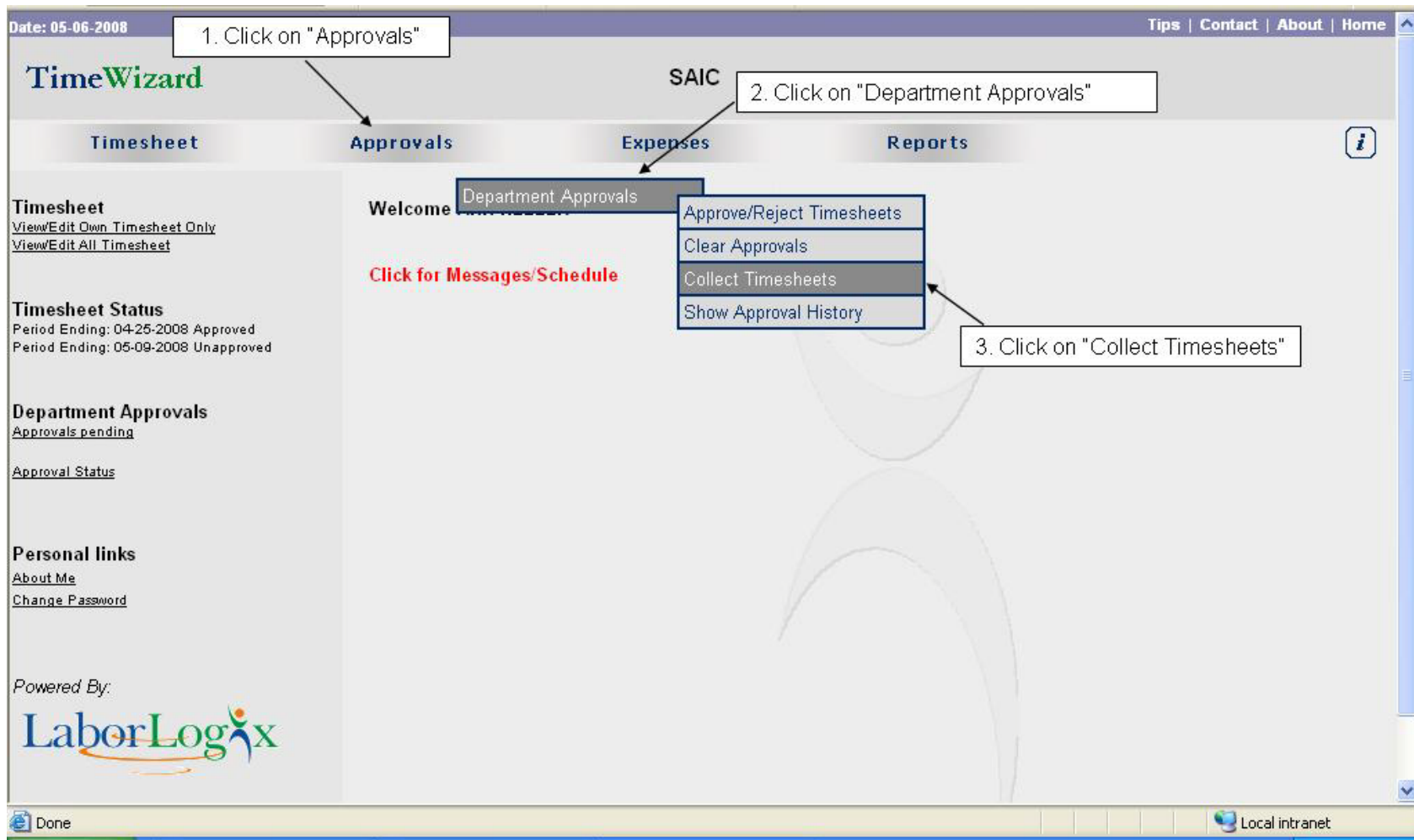
Reasons for collecting a timesheet:

- Full-time employee does not meet 80.0 hour requirement
- Employee terminated prior to the end of the payperiod
- Newly Hired Employee began work during the second week of the payperiod
- Temporary SCA Employee who works in excess of 40.0 hours within the workweek and is entitled to overtime

Example – A newly hired full-time employee began work on the second Monday of the payperiod. Since the employee did not meet the 80.0 hour requirement as a full-time employee, he or she was unable to submit a timesheet. In order for the employee to get paid, the supervisor must collect the timesheet.

To collect the timesheet:

From your homepage, click on “Approvals” on the toolbar, then “Department Approvals,” then “Collect Timesheet.”



To select the employee's timesheet to be collected:

1. Select the group to which the employee is assigned
2. Put a check in the box next to the employee's time sheet to be collected
3. Enter the reason for collecting the timesheet
4. Click on the "Collect" button
5. Click on the "Done" button

The screenshot shows a web application titled "Collect Timesheets". It has a header section with "Select Period :" and "Period Ending : 05-09-2008". To the right is a "Message Text :" area with a "Reason : User Defined" dropdown. Below this is a "Select Department :" section with a "Department :" dropdown. A callout "1. Select the group to which your employee is assigned" points to this dropdown. Below that is a "Select Employee :" section with a "Select All" button and a table. A callout "2. Put a 'Check' in the box next to the employee's timesheet to be collected" points to a checked checkbox in the table. The table has columns for a checkbox, an employee name, and a value. The first row shows a checked checkbox, "Employee", and "40.00". The second row shows an unchecked checkbox, an empty name field, and "80.00". The total value is "120.00". A callout "3. Enter the reason for collecting and click on the 'OK' button" points to the "Reason" dropdown. At the bottom right are three buttons: "Collect", "Send Mail", and "Done". Callout "4. Click on the 'Collect' button" points to the "Collect" button, and callout "5. Click on the 'Done' button" points to the "Done" button. The bottom of the screen shows a "Local intranet" browser bar.

Checkbox	Employee	Value
<input checked="" type="checkbox"/>	Employee	40.00
<input type="checkbox"/>		80.00
Total :		120.00

NOTE: WHEN YOU USE THIS FEATURE, YOU BYPASS ALL RULES. AS THE APPROVER, YOU MUST REVIEW THE TIMESHEETS PRIOR TO APPROVAL, SINCE THE EMPLOYEE WILL BE PAID FOR ALL HOURS RECORDED.

System Generated Error Messages – Exempt Employees

Error - You cannot charge more than 80 regular hours for a payperiod

Exempt employees can only charge a maximum of 80 hours within the payperiod unless they are approved to accrue Credit Hours

Error - Hours must = 80 for the payperiod

Full time exempt employees must account for 80.0 hours within the payperiod

Error – Credit Hours worked/leave must be ≥ 1 hour/day

A minimum of one hour must be recorded when accruing or charging Credit Hours

Error – Holiday hours charged to invalid date

Holiday hours must be recorded on the actual day of the holiday

System Generated Error Messages – SCA (Non-Exempt) Employees

Error – Regular hours & holiday hours must = 40 before charging overtime

Overtime hours are recorded during a workweek that does not meet the 40 hour requirement. Hours that are included in the calculation of overtime are regular hours, holidays, and administrative leave.

Note: Emergency Call-In hours are recorded on the timesheet using a separate code which is automatically paid at time and one half. These hours should not be counted towards the 40 hour overtime requirement.

Error – Regular hours & holiday hours cannot exceed 40 hours/week

The hours reported within one of the workweeks are greater than 40; the employee may be entitled to overtime pay

Note: Overtime is recorded using a separate code which is automatically paid at time and one half.

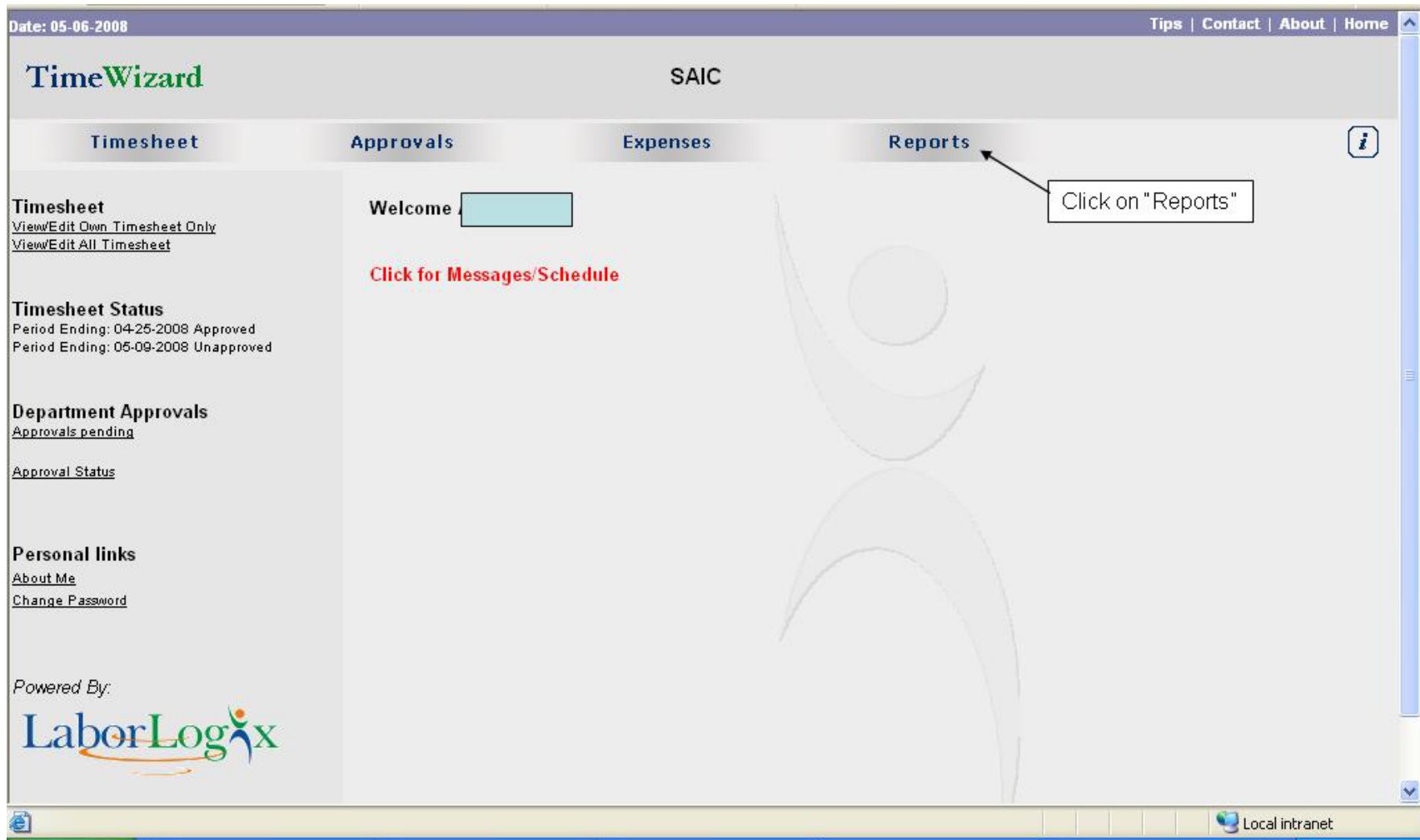
Error – Holiday hours charged to invalid date

Holiday hours must be recorded on the actual day of the holiday

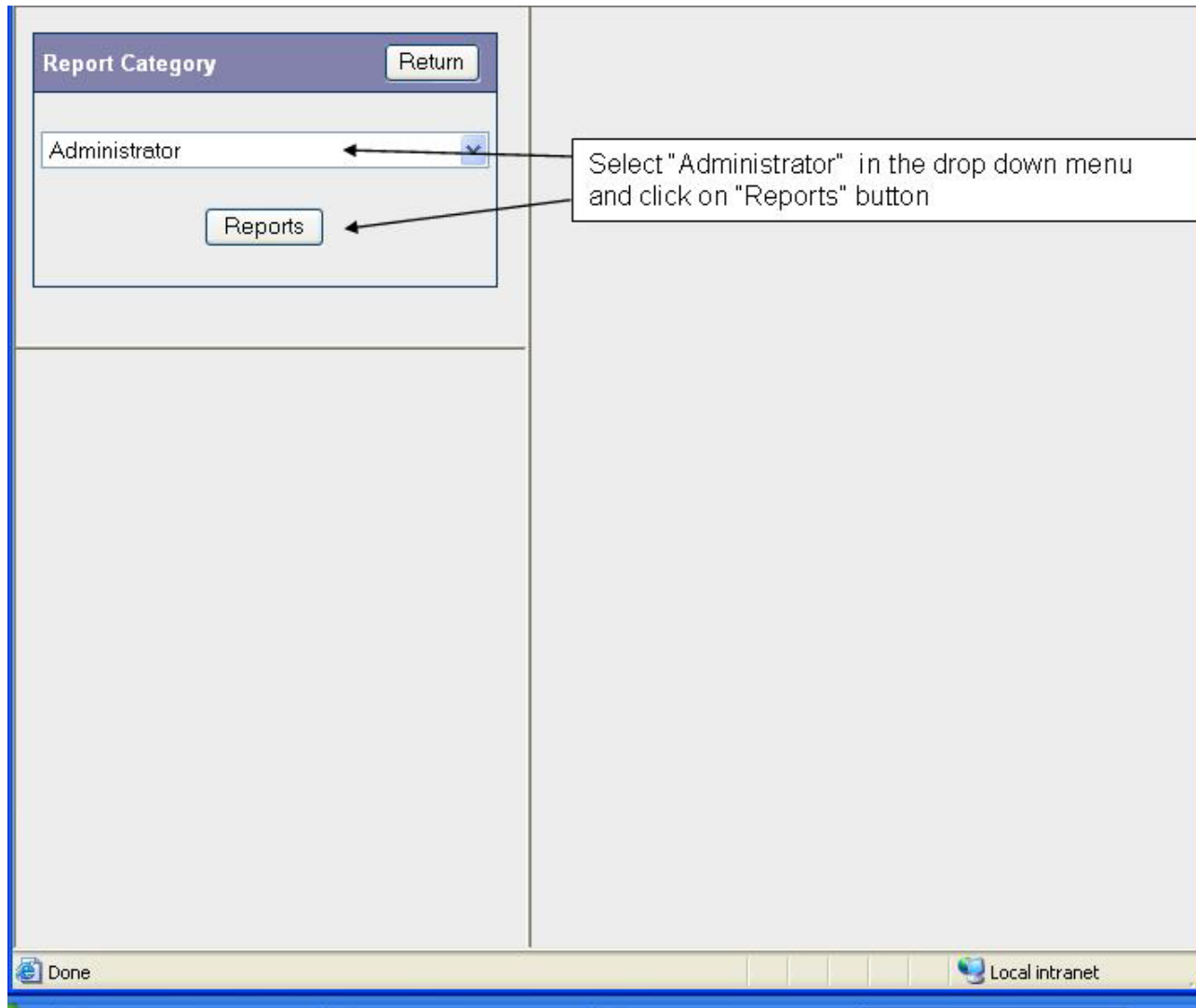
To Run Timesheet Status Report

The Timesheet Status Report can be used to ensure that all timesheets are submitted by employees.

From your homepage, click on the “Reports” button.



Select “Administrator” and click on “Reports.”



1. Select "Timesheet status."
2. Select "HTML."
3. Click on the Execute Report" button.

The screenshot shows a web application interface with two main sections: 'Report Category' and 'Reports'.

Report Category: This section has a 'Return' button and a dropdown menu currently set to 'Administrator'. Below the dropdown is a 'Reports' button.

Reports: This section contains a list of report types: 'Employee Profile', 'Activity Summary', 'Timesheet Summary', 'Missing Timesheet', 'Missing Approvals', and 'Timesheet status'. The 'Timesheet status' option is highlighted. Below the list are three radio buttons for the output format: 'HTML' (selected), 'WORD', and 'EXCEL'. At the bottom of this section is an 'Execute Report' button.

Three callout boxes with arrows provide instructions:

- 1. Select "Timesheet status"
- 2. Select "HTML"
- 3. Click on the "Execute Report" button

The bottom of the window shows a taskbar with a 'Done' button and a 'Local intranet' address bar.

1. Select a payperiod ending date.
2. Select the Department to be reviewed.
3. Click on the "Preview" button.

The screenshot shows a web application interface with a light gray background and a blue header bar. The interface is divided into several sections:

- Report Category:** Located at the top left, it contains a dropdown menu currently set to "Administrator" and a "Return" button.
- Reports:** Located at the bottom left, it contains a list of report types: "Timesheet status", "Resource Code Associations", "Timesheet Audit Report", "Missing Timesheet New", "Timesheet with Notes", and "Timesheet Status with Email". Below this list are three radio buttons for output format: "HTML" (selected), "WORD", and "EXCEL". An "Execute Report" button is at the bottom of this section.
- Report Parameters:** Located at the top right, it contains two dropdown menus and a "Preview" button.
 - The first dropdown menu is labeled "period_enddate" and contains dates: "02-01-2008", "02-15-2008", "02-29-2008", "03-14-2008", "03-28-2008", and "04-11-2008".
 - The second dropdown menu is labeled "departments_owned" and contains "Department 1", "Department 2", "Department 3", "Department 4", and "Department 5".

Three numbered instructions with arrows pointing to the corresponding UI elements are overlaid on the interface:

1. Select a payperiod ending date (points to the "period_enddate" dropdown).
2. Select the department to be reviewed (points to the "departments_owned" dropdown).
3. Click on the "Preview" button (points to the "Preview" button).

The bottom of the screen shows a Windows taskbar with a "Done" button on the left and a "Local intranet" address bar on the right.

To Review Report Detail

The Timesheet Status Report lists the employee's name, the status of the timesheet ("Not Submitted," "Pending Approval," or "Approved" and the number of hours reported on the timesheet.

TIMESHEET STATUS		
<i>Department, Employee</i>		
Print Date: 5/6/2008		
Print Time: 10:15:27AM		
For Period Ending 5/9/2008		
Department: C185	Approval Status	Timesheet Hours
Employee	Not Submitted	40.00
Employee	Not Submitted	80.00
		1